

SANDY CITY
APPROVED POSITION SPECIFICATIONS

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| I. | <u>Position Title:</u> Streets Operations Manager | <u>Revision Date:</u> 5/02 |
| | | <u>EEO Code:</u> Service-Maint. |
| | | <u>Status:</u> Non-exempt |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Streets Division Manager, provides supervision and direction to crew leaders and crews and performing duties pertaining to maintenance and construction on city property, facilities, streets, etc. Works in coordination with Streets Maintenance Response Team Supervisor on various assignments including Snow Removal and Bulk Waste Collection.

III. Essential Duties

- Provides supervision of all streets crew leaders and crews (15-20 employees) working in any of the following areas: asphalt operations, snow removal, bulk waste, spring clean-up, concrete construction and replacement, etc.
- Involved in hiring, training, motivating, disciplining and evaluating employees.
- Oversees Visual inspection of city streets for maintenance needs.
- Oversees pavement management data collection to insure quality, accuracy, and timeliness.
- Using the pavement management and concrete inventory systems, prepares reports that outline jobs to be performed in street maintenance and concrete maintenance.
- Maintains schedules of street projects and updates computer program as required.
- Assists in overseeing the inspection of the work of contractors on City streets to ensure that projects are completed according to specifications.
- Ensures work orders are completed for every job and ensures materials are available for assigned tasks to include seasonal stockpile requirements.
- Solves problems related to field projects and locations.
- Ensures that construction projects stay on approved schedule and within the project budgets.
- Meets with citizens to coordinate maintenance concerns, schedules and costs.
- Develops and maintains construction and maintenance budget.

IV. Marginal Duties

- Maintains expertise in Pavement Management by attending training, reading trade journals, etc.
- From time to time shares crews with Streets Maintenance Response Team Supervisor.
- Supervises Streets Maintenance Response Team crews in the absence of Streets Maintenance Response Team Supervisor.
- Operates various types of heavy, light, and complex equipment used in the maintenance and construction of City property, facilities, streets, etc. (i.e. ten wheeler trucks, backhoes, front end loaders, trenchers, crack sealers, snow removal and sanding equipment, sweepers, mowers, hand tools, etc.)
- Performs other duties as assigned.

V. Qualifications:

Education: High School Diploma or equivalent.

Experience: Five years of experience in construction, heavy equipment operation, asphalt methods, flood control, or other related experience, with four of the years including supervisory experience.

Certificates/Licenses: Valid Utah Drivers License and Commercial Driver's License Required.

Knowledge of: Tools, machines, and equipment used in the maintenance and construction of City property, facilities, streets, etc.; OSHA safety requirements and standards; general construction practices and procedures; mathematics use to calculate correct amounts of materials; supervisory techniques and methods; asphalt methods, concrete, sods and street distress recognition.

Responsibility for: Great responsibility for the care, condition, and use of mechanical materials, equipment, tools, etc; the supervision of Street Maintenance Workers, Crew Leaders and temporary/seasonal employees and decisions which will affect these workers.

Communication Skills: Communicate effectively verbally and in writing; contacts with local citizens; constant contact with other employees within department; contacts with other departments furnishing and obtaining information.

Tool, Machine, Equipment Operation: Regular use of a variety of tools and street moving equipment. (mentioned above).

Analytical Ability: Follow written and verbal instructions; gauge repairs needed and level of work needed to maintain infrastructure; establish effective working relationship with employees and the public; lead/supervise others, plan effectively and perform blueprint reading.

VI. Working Conditions:

Job entails regular exposure to cold, heat, dust, fumes, and noise; great physical exertion is required on this job; a moderate amount of lifting (up to 50 lbs); a moderate amount of stooping, kneeling, bending and standing; constant exposure to deadlines; great pressure and fatigue during an average workday; frequent evening and/or weekend work is required; requires 24 hour on-call status for emergency situations; long hours operating heavy equipment.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.